# PORT OF LEWISTON
# MINUTES OF REGULAR MEETING

## June 27, 2024

The regular meeting of the Port Commission was held at the Port District Office, 1626 6th Ave. N, Lewiston, ID, at the hour of 12:00 p.m. on June 27, 2024.

Present at the meeting were Port Commission President, Mike Thomason, Port Commission Vice-President, Jerry Klemm, and Commission Secretary/Treasurer, Joe Anderson. Administrative staff in attendance were General Manager Scott Corbitt, Finance & Property Manager Preston Comstock, and Communications Coordinator Mary Iacobelli. Also present was Doug Stout.

The meeting information was advertised as required, prior to the meeting.

**AGENDA APPROVAL:**

President Thomason called for review of the Regular Meeting agenda, with the addition of a presentation by Doug Stout. Commissioner Klemm made a motion to approve the agenda as amended, seconded by Commissioner Anderson. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**PRESENTATION:**

a. **Doug Stout, 3D Stout, LLC:** Doug Stout addressed the commission, representing 3D Stout, LLC, which he owns with his two brothers, Darrell and Dan Stout. They are requesting an easement to access their property through Port land off Old Spiral Highway. After review and discussion, Stout said he would return for a decision at a later date.

**CITIZEN COMMENTS:** None.

## PUBLIC HEARING – FY24 PROPOSED AMENDED BUDGET

At 12:09 p.m., Commissioner Thomason convened a public hearing to discuss the FY24 Proposed Amended Budget as presented by Port General Manager Scott Corbitt. He proceeded with a line-item review of the budget including, but not limited to, revenues and expenses as well as FY24 activities and projects.

Citizen Comments: None

Commissioner Thomason closed the public hearing at 12:12 p.m.

## PUBLIC HEARING – FY25 PROPOSED BUDGET

At 12:13 p.m., Commissioner Thomason convened a public hearing to discuss the FY25 Proposed Budget as presented in the budget workbook by Manager Corbitt. The budget had been previously discussed at the budget workshop, and he stated all input from that session was reflected in the document presented. Corbit reviewed the budget, including, but not limited to, revenues, expenses, and FY25 projects, including the new cruise boat dock as part of the Confluence development. He also noted that the tax levy rate, while not yet finalized by the county, will likely be lowered to net in the same amount for the Port as last year: $405,000.00. The levy has declined each year since 1990 for an overall reduction of 83.6% since that time.

Citizen Comments: None

Commissioner Thomason closed the public hearing at 12:31 p.m.

## ADOPTION OF THE FY24 AMENDED BUDGET (ROLL CALL VOTE)

Commissioner Thomason called for a motion regarding the FY24 Amended Budget. Commissioner Anderson made a motion to approve the FY24 Amended Budget as proposed, seconded by Commissioner Klemm. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**ADOPTION OF THE FY25 BUDGET (ROLL CALL VOTE)**

Commissioner Thomason called for a motion regarding the FY25 Proposed Budget. Commissioner Klemm made a motion to approve the FY24 Amended Budget as proposed, seconded by Commissioner Anderson. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**ADOPTION OF THE 2025 TAX LEVY (ROLL CALL VOTE)**

Commissioner Thomason called for a motion regarding the FY25 Tax Levy sufficient to raise $405,000.00. Commissioner Anderson made a motion to approve the FY25 Tax Levy, once the confirmed amount is produced by the County, seconded by Commissioner Klemm. Voting Aye – Commissioners Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**ADOPTION OF MINUTES:**

Commissioner Mike Thomason called for review of the draft minutes for the Regular Meeting of May 15, 2024 and Special Meeting of June 11, 2024. Commissioner Klemm made a motion to accept the minutes of all three meetings as presented, seconded by Commissioner Anderson. Voting Aye – Commissioner Anderson, Klemm, and Thomason. Voting Nay – None. The motion passed unanimously.

**MANAGER'S REPORT:**

**Action Agenda:**

a. **Consider for Approval a Letter of Understanding with AE Acquisitions for Contingent Sale of 2.38 Acres within the Peter K. Wilson Business & Tech Park for $780,000.00 for Ultimate Use as a Veteran's Affairs Medical Clinic (Roll Call Vote):** Manager Corbitt reviewed the Letter of Understanding as updated following some negotiations. He noted this is a contingent situation, as it will not go through if AE Acquisitions does not get the contract for the new clinic. Commissioner Klemm had a few additional questions about buyer/seller responsibilities as outlined in the Letter of

Understanding that he wanted clarified, and the Commission tabled the matter until those questions were answered.

**Non-Action Agenda:**

a. **Goals Table Review:** Manager Corbitt reviewed the status of various goals and projects for the Port.

b. **Mississippi River Trip Report:** Manager Corbitt reviewed the current dam advocacy trip led by the Washington Association of Wheat Growers and including other stakeholder representatives. He said he's been told everything went well.

c. **National Guard Training Report:** The Idaho National Guard's 101st Weapons of Mass Destruction Civil Support Team conducted training exercises at the Port's Confluence property on June 26. Manager Corbitt said the training went well and included local emergency response personnel as well. Manager Corbitt read a Certificate of Appreciation from the group into the record.

d. **Idaho State Police Update:** Manager Corbitt informed the Commissioners that the Idaho State Police preferred to find an existing building for their new substation rather than building something new on Port property.

e. **Upcoming Meetings and Events:** Manager Corbitt detailed several upcoming meetings, including the Port Commission meeting (July 10), the upcoming Valley Vision annual meeting (July 17), Northwest Fourslide ribbon cutting (July 18) and fall PNWA Annual Convention in Vancouver, WA (Oct. 1-3).

**DOCK OPERATIONS, TERMINAL II AND FIBER OPTIC NETWORK:**

- **Terminal I**: Manager Corbitt said Terminal 1 has been busy, primarily due to Clearwater Paper outage, which necessitates extensive movement in and out of storage. Alta Forest Products has also been active with lots of log traffic moving in and out.

- **Terminal II:** Manager Corbitt said Terminal II is currently undergoing fire system maintenance and improvements.
- **Fiber Optic Network**: Manager Corbitt updated the Commission on fiber projects in the area, including finalizing new routes for fiber.

**COMMISSION COMMITTEE REPORTS:**

- **Commissioner Thomason/Valley Vision:** Commissioner Thomason mentioned the organization's annual meeting on July 17.

**FINANCIAL REPORT:**

Manager Corbitt presented the Financial Report as prepared by the Port Auditors for the period ending May 31, 2024. After review and discussion, Commissioner Anderson made a motion to approve the Financial Report as presented; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed unanimously.

**ACT ON CLAIMS:**

The Commission reviewed claims against the Port as presented. A motion was made by Commissioner Anderson to approve and pay Port Vouchers Nos. 27348-27453, transfers, and EFTPS for a total amount of $736,422.65; seconded by Commissioner Klemm. Voting Aye – Commissioners Thomason, Anderson and Klemm; Voting Nay – None. The motion passed.

**ADJOURNMENT:**

The meeting was adjourned at 1:11 p.m.

Secretary
Joseph Anderson